



RAIC Syllabus

Serving the Architectural profession nationally since 1978

National Office

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CREDIT ASSESSMENTS, APPEALS & DISPUTE RESOLUTION

Entry Credit Assessments – Transfer Credits & Advanced Academic Standing

Entry Credit Assessments are directed toward academic subjects only (Theory, History, Technology & Management courses). Assessment of previously completed post-secondary courses in design and advanced placement within the Design Studio component of the Syllabus has been suspended due to renewal on the horizon. All Diploma Program students are required to begin with D1 Foundations of Design and progress through all studio courses until further notice.

Candidates to the Diploma Program of Studies wishing to appeal for advanced academic standing based on previously completed post-secondary courses submit the following to the Registrar upon application:

1. TWO (2) Official Transcripts. Some institutions will not release transcripts to students, in which case the Candidate will enclose a photocopy of the request for transcript sent to the institution, and the assessment will be held in abeyance until transcripts are received at the National Office.
2. TWO (2) copies of detailed course outlines (not calendar descriptions), including reading lists, assignment requirements and evaluation methodologies, name of instructor, credit value of completed course, duration and final mark obtained.
3. TWO (2) summaries indicating which previously completed courses are to be considered for which Syllabus course(s). This could simply be a one-page sheet, divided down the centre with Syllabus course(s) on the left side, and other (potential equivalent) post-secondary course names on the right side.

Candidates may elect to apply first, and request an Entry Credit Assessment at a later date. The request will be accepted within the first term of studies.

Credit Appeals: Taking Courses Outside of the Syllabus While a Student of the Syllabus

Should a student wish to take courses at another institution while enrolled in the Syllabus with the intent to transfer credits toward Syllabus courses, permission must first be obtained from the Registrar.

Prior to enrolment at the institution, the student forwards the following documentation to the Registrar:

1. TWO (2) copies of detailed course outlines (not calendar descriptions), including reading lists, assignment requirements and evaluation methodologies, name of instructor, credit value of completed course, duration and pass mark required.

Appealing Syllabus Academic Marks

Students wishing to appeal a mark obtained for Theory, History, Technology or Management courses submit to the Registrar:

1. TWO (2) copies of an appeal statement, dealing the reasons a re-read should be considered.
2. TWO (2) copies of the assignment or examination paper previously marked.

Appealing Syllabus Design Studio Results

Students wishing to appeal the results of a Design Studio Course may appeal only if the procedures followed during the Studio were contrary to Syllabus policy. Students may not appeal on the basis of the final mark obtained for a Studio Course.

Students are to submit the following to the Registrar for consideration of a review of Studio procedures during a Design Studio Course:

1. TWO (2) copies of an appeal detailing the departure from standard Design Studio procedures, detailing what took place and those involved in the process.

Students who would like clarification or a review of the final mark obtained for a Design Studio Course are advised to proceed as follows:

1. Review the results with the Studio Mentor(s)
2. Review the results with the Studio Coordinator
3. Review the results with the Regional or Local Coordinator

Assessment & Appeals Processing

The Registrar shall review all assessment and appeal requests, and forward one (1) full copy as applicable to either the Regional or Local Syllabus Coordinator, Regional Syllabus Advisory Committee, or concerned Examiner for consideration.

Failing resolution, the student shall submit two (2) full copies of a second Appeal to the National Office Registrar who will forward one (1) full copy to the Syllabus Director for consideration and recommendations.

If resolution still has not been achieved, the following Dispute Resolution Policy is formally adopted by the RAIC Syllabus:

1. The RAIC Syllabus National Advisory Board shall designate a staff position to review complaints, if possible someone not directly involved.
2. The designated staff member shall request written submission from all parties concerned with a dispute.
3. The designated staff member shall review the submissions and conduct the necessary investigation.
4. The designated staff member shall provide a written decision, outlining the justification for the decision, to all parties involved in the dispute.

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